Power Management Controls Project

November 2, 2000 PAC Meeting — Agenda

Room 1099 or Building 90, at LBNL
Logistical information can be found at:
http://eetd.lbl.gov/Controls/news/nov2info.html

To accomplish at the November 2 PAC meeting

- Present the project findings, goals, and objectives and discuss these sufficiently to assure that there is clarity and consensus on these. This will create a critical mass of support within the office equipment industry for the project.
- Gather comments on and approve the Institutional Review, Research Plan, and Research Topics.
- Identify additional resources for the next project phase such as key individuals in academia or companies, corporate resources such as testing laboratories, or key publications

8:30   Coffee, Tea, Breakfast Snacks (not a full breakfast)

9:00   **Introductions**
                <u>Each participant</u>: Who are you? Who do you represent? What is your job function? What is your relation to power management and/or controls?

9:20   **Role of Professional Advisory Committee (PAC)**

9:30   **Project Overview**

9:45   **Background**
           LBNL (and EPA):
                Brief history of power management/ENERGY STAR. LBNL's roles in office equipment energy use/efficiency. Current enabling rate and energy use estimates
           <u>PAC members</u>
                Your organization's history/views on power management. Recent, current, and upcoming issues; relevant anecdotes. How project is likely to be perceived. Observations on <u>your company</u>'s use of terms, symbols, indicators.

10:40   *Agenda review. What to add, drop, or move?*

10:45   *— Break —*

11:00   **Project Scope**: (from "Topics" document)
                Goal: Review and approve proposed scope.

11:50   Intellectual Property (IP) issues (short!)

12:00   — Lunch — (in room 1099 and outside, weather permitting)

1:00   **Who is involved in Power Management Controls?   ("Institutional Review")**
          The draft Institutional Review distributed in advance is the basis of this discussion.
                    Overview of the review purpose, structure, and content. Discussion to identify
                    errors or omissions. Discussion of implications.
          Goal: Review and approve Institutional Review.

2:00   **Research Topics** and **Research Plan**
          *The draft Research Topics discussion and Research Plan distributed in advance of the
          meeting are the basis of this discussion. The current list of topics is larger than is
          feasible for this project, so a narrowing and prioritizing of the topics and/or plan is
          necessary.*
                    Overview of the topics and plan. Discussion to identify highest priority topics
                    and activities, and those that can be minimized or dropped. Discussion of data
                    collection methods, analyses, and quantities. Identification of UI designers in
                    each organization, and any associations of UI professionals to approach.
                    Discussion of field research needs, and resources for this.
          Goal: Review, refine (narrow), and approve of Research Topics and Research Plan.

3:00   *— Break —   in middle of Research Topics and Research Plan discussion .*

4:00   **Marketing / Outreach**
          *How do we sell the project idea to relevant companies and other organizations so that
          there is sufficient awareness and openness to it? What additional web-based and other
          information is needed?*

4:30   **Next Steps / Next Meeting**
          Meeting summary, other comments, and revised documents will be distributed soon.
          Timing and Topics for future meetings. PAC member preferences on meeting format:
          email, phone, or in-person. What roles PAC members would like to take on.

5:00   Done.

Afterwards: Dinner in Berkeley (unfortunately LBNL cannot host this)